

# NOTICE TO CONTRACTORS

## **\*PLEASE READ THIS NOTICE CAREFULLY TO ENSURE FULL COMPLIANCE\***

- The Home Improvement Contractor Registration Act requires that contractors prominently display their registration number, listed as NJHIC# at the following places:
  - ☐ within their places of business (the original registration certificate)
  - ☐ in all advertisements
  - ☐ on business documents, contracts and correspondence with consumers
  - ☐ on all commercial vehicles
- ALL Home Improvement Contracts in excess of \$500 - as well as any changes in the terms and conditions - are required to contain the following information:
  - ☐ the legal business name and address and the sales representatives name and address
  - ☐ registration number
  - ☐ signatures of all parties (contractor and consumer)
  - ☐ total price to include finance charges
  - ☐ description of work to be performed and principle products and materials being used
  - ☐ description of any mortgage or security interest to be taken in connection with the financing or sale of the home improvement
  - ☐ A statement of any guarantee or warranty with respect to any products, materials, labor or services made by the seller
  - ☐ dates or time periods for when the work will begin and be completed
  - ☐ a copy of the certificate of commercial general liability insurance must be attached to the contract. The certificate must include the telephone number of the insurance company issuing the certificate
  - ☐ Notice to Consumer in 10- point bold face type as follows:

YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT . IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER:

1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED; OR
2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO:

(Name, Address and phone number of contractor)

**If you cancel this contract within the three day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of the contractor's receipt of the cancellation notice.**

- Contractors should also make sure they have read through the Statutes and Regulations which can be found on the Divisions home page [www.njconsumeraffairs.gov/contractors/statsregs.pdf](http://www.njconsumeraffairs.gov/contractors/statsregs.pdf) and which is also contained in the original home improvement registration application package



**New Jersey Office of the Attorney General**

Division of Consumer Affairs  
Office of Consumer Protection  
Regulated Business Section  
124 Halsey Street, 7th Floor, P.O. Box 46016  
Newark, NJ 07101  
1-888-656-6225  
[www.njconsumeraffairs.gov/contractor.htm](http://www.njconsumeraffairs.gov/contractor.htm)



**INSTRUCTIONS FOR REGISTERING AS A HOME IMPROVEMENT CONTRACTOR**

**WHO MUST FILE:**

Every business engaging in the business of making or selling home improvements, whether an individually owned business or a corporation, limited liability company, partnership, or other business entity, is required to register annually with the New Jersey Division of Consumer Affairs ("the Division") unless specifically exempted from registration under the Act. For a list of the exempt categories see the Contractors' Registration Act and proposed regulations and the Frequently Asked Questions ("FAQ's") included in this packet.

**ALL HOME IMPROVEMENT CONTRACTORS ARE REQUIRED TO REGISTER BY DECEMBER 31, 2005. ALLOW SEVERAL WEEKS FOR PROCESSING ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED AT THE DIVISION. ALL HOME IMPROVEMENT CONTRACTORS ARE STRONGLY ENCOURAGED TO SUBMIT A COMPLETED APPLICATION PACKAGE BY SEPTEMBER 1, 2005. AFTER THE EFFECTIVE DATE, MUNICIPALITIES ARE BARRED FROM ISSUING CONSTRUCTION PERMITS IF YOU ARE NOT REGISTERED AND ARE REQUIRED TO BE REGISTERED.**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** The date of filing will be the date the Regulated Business Section receives a completed application. All questions and sections of the Home Improvement Contractor Application for Initial Registration must be completed. If a question does not apply to you, so indicate. If there is insufficient room on the form for you to provide a complete answer to the question, staple additional sheets of paper to the form. Clearly note on the top of any additional sheets the applicant's name as it appears on the application and the number of the question to which the sheet refers.

**You are required to report to the Regulated Business Section, within 20 days, any changes, additions or deletions to the information provided on the Home Improvement Contractor Application for Initial Registration.**

**BEFORE COMPLETING THE APPLICATION, PLEASE READ THE INSTRUCTIONS RELATED TO THE CORRESPONDING QUESTION ON THE FORM:**

1. List the name of your business. This will then be the name that appears on your registration. If you are the only owner of the business and are doing business under your own name ("a sole proprietor"), list your own name.
2. "Principal address" means the main address from which you do business and the address at which you wish to receive mail. Please note, if you provide an e-mail address, we will interpret this as permission to contact you via e-mail.
4. An agent for service of process is the person or corporation in New Jersey authorized by your business to accept legal papers on behalf of your business. If you are a corporation, limited liability company or a limited partnership you are required to have a registered agent/agency for service of process.
- 7(a) If you answer 'Yes' to question 7(a), your registration will be denied until you provide the Division with a written release issued by the lenders or guarantors stating that you have cured the default or are making payments on the loan in accordance with a repayment agreement approved by the lender or guarantor.

- 7(b) If you answer 'Yes' to question 7(b), your registration will be denied until the court or the Probation Division certifies that the conditions that resulted in the denial are satisfied.
- 7(c) Federal law limits the issuance or renewal of professional or occupational licenses, certificates or registrations to U.S. citizens or qualified aliens. To comply with the federal law, you must indicate whether you are a U.S. citizen or a legal alien. Check the appropriate box and, if you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS). Please refer to the enclosed list which explains the status of aliens and the appropriate documents which may be submitted.

Questions about your immigration status and whether or not it qualifies you for work under federal law should be directed to the USCIS at 1-800-375-5283. If you are not a U.S. citizen and do not fall within any of the alien status categories in the application, please check "other."

8. If you are not sure whether your business requires a Federal Employer Identification Number (FEIN), information on the following web site may help you: [www.irs.gov](http://www.irs.gov). Under the section labeled "Information For" double click on "Businesses." In the section "Related Topics" double click on "Employer ID Numbers." If your principal business or office is in New Jersey, you may write to the "Internal Revenue Service Center" at: Attn: EIN Operations, Holtsville, NY 00501 or call 1-800-829-4933.
11. Provide a copy of any judgments with your completed application. If you are unsure whether a judgment against the applicant or its officers involves the situations listed in i through vi (fraud, gross negligence etc.) please consult your attorney.

## **IN ORDER TO EXPEDITE THE ISSUANCE OF YOUR REGISTRATION PLEASE SUBMIT THE FOLLOWING:**

- ☐ A check or money order payable to "The N.J. Division of Consumer Affairs" for the application for registration fee of \$90 with the payment coupon fully completed. If the coupon is preprinted and there are any errors on it, please correct the errors legibly in ink.

**Please note, the fee is NON-REFUNDABLE.**

- ☐ The Home Improvement Contractor Application for Initial Registration completed in all respects.
- ☐ A copy of the filed Certificate of Incorporation or other business certificate, Registration of Alternate Name (if applicable) or Trade Name.
- ☐ If you are an out-of-state business, a copy of the filed Certificate of Authority to do business in the State of New Jersey which can be obtained from the Division of Commercial Recording (1-609-292-9292).
- ☐ Completed Disclosure Statement.
- ☐ An insurance certificate confirming that you are the named insured under a policy of commercial general liability insurance in a minimum amount of \$500,000 per occurrence.
- ☐ A written release issued by the lenders or guarantors if required by Question 7 (a).
- ☐ A certification from the court or the Probation Division if required by Question 7 (b).
- ☐ A copy of immigration documents if required by Question 7 (c).
- ☐ Documents showing action taken against a professional or occupational license if required by Question 10.
- ☐ Copies of all final orders, judgments, consents or agreements listed in answer to Question 11.
- ☐ A true copy of every conviction, sentencing order and termination of probation order as listed in the Disclosure Statement.
- ☐ Documents demonstrating evidence of rehabilitation if applicable in connection with the Disclosure Statement.

## Alien Status Categories

The following are categories of alien status. Please submit documents evidencing such status. The alien status documents listed for each category are the most commonly used documents that the office of U.S. Citizenship and Immigration Services (USCIS) provides to aliens in those categories. You may provide other acceptable evidence of your alien status even if not listed below.

1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
  - INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
  - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.
2. An alien who is granted asylum under section 208 of the INA. Evidence includes:
  - INS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
  - INS Form I-688B (Employment Authorization Card annotated “274a. 12(a)(5)”.
  - INS Form I-766 (Employment Authorization Document) annotated “A5”.
  - Grant letter from the Asylum Office of INS; or
  - Order of an immigration judge granting asylum.
3. A refugee admitted to the United States under section 207 of the INA. Evidence includes:
  - INS Form I-94 annotated with stamp showing admission under s207 of the INA;
  - INS Form I-688B (Employment Authorization Card) annotated “274a. 12(a)(3)”.
  - INS Form I-766 (Employment Authorization Document) annotated “A3”, or
  - INS Form I-571 (Refugee Travel Document).
4. An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:
  - INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)
5. An alien whose deportation is being withheld under section 243(h) of the INA (as in effect immediately prior to September 30, 1996) of Section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:
  - INS Form I-688B (Employment Authorization Card) annotated “247a. 12(a)(10)”.
  - INS Form I-766 (Employment Authorization Document) annotated “A10”, or
  - Order from an immigration judge showing deportation withheld under s243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under s241(b)(3) of the INA.
6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
  - INS Form I-94 with stamp showing admission under s203 (a)(7) of the INA;
  - INS Form I-688 (Employment Authorization Card) annotated “274a. 12(a)(3)”;
  - INS Form I-766 (Employment Authorization Document) annotated “A3”.
7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
  - INS form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6.
  - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or
  - INS Form I-94 with stamp showing parole as “Cuban/Haitian Entrant” under section 212(d)(5) of the INA
8. An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.)
9. An alien not in categories 1 through 8 above who has been admitted to the United States for a limited period of time (a non-immigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.)

## **The New Jersey “Contractors’ Registration Act”**

### **Frequently Asked Questions**

**Notice:** *The following questions and answers are intended for the convenience of contractors who may be required to register under this Act. This should not be considered a legal document nor a complete explanation of the law and should not be relied upon as such. The New Jersey Division of Consumer Affairs (“the Division”) recommends that you consult an attorney if you need legal advice.*

#### **1. What is the Contractors’ Registration Act?**

The “Contractors’ Registration Act” (the “Act”) establishes a mandatory registration program for contractors who are in the business of selling or making home improvements in New Jersey.

#### **2. What is a home improvement?**

Any remodeling, altering, painting, repairing, renovating, restoring, moving, demolishing, or modernizing of a structure used as a place of residence, or of any portion of the property on which the structure is located, is considered a home improvement for the purposes of the Act.

Home improvement includes the construction, installation, replacement, improvement, or repair of driveways, sidewalks, swimming pools, terraces, patios, landscaping, fences, porches, windows, doors, cabinets, kitchens, bathrooms, garages, basements and basement waterproofing, fire protection devices, security protection devices, central heating and air conditioning equipment, water softeners, heaters, and purifiers, solar heating or water systems, insulation installation, aluminum siding, wall-to-wall carpeting or attached or inlaid floor coverings, and other changes, repairs, or improvements made to residential property. Construction of a new residence is not considered a home improvement under the Act.

#### **3. Who is a home improvement contractor?**

Any person, whether a sole proprietorship, partnership, corporation, limited liability company or any other type of business organization that is engaged in the business of selling or making home improvements is considered a home improvement contractor for the purposes of the Act.

#### **4. Who must register?**

The Act requires any contractor engaging in the business of making or selling home improvements, whether an individually owned business or a corporation, limited liability company, partnership, or association, to register annually with the Division, unless specifically exempted from registration under the Act.

#### **5. I am a landscaper and I only mow lawns and trim shrubs. Must I register?**

No. However, you must register if you plant flowers, shrubs and trees or lay sod or establish a lawn.

#### **6. What if I do not register?**

Any home improvement contractor who is required to register but who has not received a registration number by December 31, 2005 is prohibited from selling or making home improvements. Unregistered contractors who continue to sell or make home improvements may be subject to civil penalties and possibly criminal penalties as well.

#### **7. How does registration affect my ability to obtain construction permits?**

Effective January 1, 2006, municipalities are barred from issuing construction permits to an unregistered home improvement contractor who is required to register.

**8. What do I need to do to become registered?**

To become registered, a contractor must:

- Complete and submit an application on the form provided by the Division, including copies of all documents required;
- Complete the Disclosure Statement page of the application;
- File proof that it has secured and maintains, in its name as the insured, a policy of commercial general liability insurance in a minimum amount of \$500,000 per occurrence; and
- Pay a fee of \$90.

**9. How do I obtain an application for registration?**

Application forms are available on line at the Division website (<http://www.njconsumeraffairs.com/contractor.htm>). Copies of the application form may be obtained by calling the Division at 1-888-656-6225 and are also available from construction officials in most municipalities.

**10. Is there a fee?**

Yes. The non-refundable fee is \$90 payable to the Division.

**11. What is the deadline to become registered?**

The deadline for registration is December 31, 2005. However, completed applications should be submitted as soon as possible. Depending on volume, applications received after September 1, 2005 may not be processed by the effective date. After January 1, 2006 contractors who have not received a registration will not be allowed to obtain construction permits or undertake any home improvement work in the state of New Jersey.

**12. My home improvement contracting business has been in operation for many years. Is it “grandfathered,” or must it be registered?**

All home improvement contractors must register, unless they are exempt. There is no provision for grandfathering.

**13. Once I become registered, how long will my registration be valid?**

Initial registration is valid until December 31, 2006, after which it may be renewed for additional one-year periods by filing an application on a form to be provided by the Division.

**14. I only do home improvement jobs “on the side.” Do I still have to register?**

Yes. The Contractors’ Registration Act applies to any person, corporation, partnership or association engaging in the business of making or selling home improvements — regardless of whether the home improvements are done on a full-time or part-time basis.

**15. I work for a home improvement contractor. Do I have to register?**

Employees or officers of a registered home improvement contractor are not required to register with the Division separately as long as any home improvement work they are doing is done on behalf of the registered contractor. However, if the employee sells or makes home improvements “on the side” or separate and apart from the work he or she does for the registered contractor, that person must register with the Division separately.

**16. I am a subcontractor of a home improvement retailer that has a net worth of more than \$50,000,000. Do I have to register?**

Yes. A subcontractor of a home improvement retailer must register unless otherwise exempt. However, a home improvement retailer with a net worth of at least \$50,000,000 and employees of such a retailer who are making or selling home improvements within the scope of their employment are exempt from registration.

**17. I am a subcontractor, paid by the general contractor, and never enter into a contract with the consumer. Do I have to register?**

Yes, a subcontractor of a contractor must register.

**18. I am a retail merchant with a net worth under \$50,000,000 who sells retail products used in home improvements. Do I have to register?**

No. You are not required to register unless you also charge for the installation of those products. For example, X carpet store sells wall-to-wall carpet. X carpet store does not have to register. However, Y carpet store sells wall-to-wall carpet and Y store employees install the carpet. Y carpet store must register. Z carpet store sells wall-to-wall carpet and charges the customer for installation of the carpet. Z contracts with Joe Smith to install the carpet; Joe Smith is not an employee of Z carpet store. Both Z carpet store and Joe Smith must register.

**19. I plan to help my cousin remodel her house. Do I have to register?**

No. The registration requirements do not apply to any person performing a home improvement on a home he or she owns or that is owned by a member of his or her family.

**20. Do I have to register if I am improving a home belonging to a charity or a non-profit corporation?**

No. A person performing home improvement work on a residential property owned by a bona fide charity or other non-profit organization is not required to register.

**21. I work exclusively on commercial properties. Do I have to register?**

The Act applies only to residential or “non-commercial” units — single- or multi-family homes — or commercial properties that are being converted to residential or “non-commercial” units. The law does not apply to properties that are being used for commercial purposes.

**22. I am licensed as a home improvement contractor by a local town. Do I still have to register?**

Yes. Effective January 1, 2006, the Act supersedes any municipal law or regulation that provides for the licensing or regulation of home improvement contractors. However, contractors must still obtain construction permits from the municipality in which they’re working and must submit to inspections by municipal construction code officials.

**23. Do people who handle maintenance for community associations or co-ops have to register?**

No. The Act exempts from the registration requirements individuals employed by a community association or cooperative corporation — commonly referred to as “handymen,” superintendents and/or maintenance workers — who make home improvements within the scope of their employment at the residential property owned or leased by the community association or cooperative corporation.

**24. Do architects, professional engineers, landscape architects, land surveyors, electrical contractors, master plumbers, locksmiths, burglar alarm businesses, fire alarm businesses, new home builders, or any other individuals or businesses that already hold licenses from the State of New Jersey have to register?**

No. As long as the licensee is acting within the scope of his or her profession, he or she is exempt from registration. For example, a new home builder does not have to register if it is constructing a new home, but must register if it is building an addition or renovating an existing structure.

**25. If a business claims an exemption based on a license that may be issued only to individuals, must an owner or principal of the business be one of the license holders?**

Yes. For example, a pump installer's license can only be issued by DEP to an individual. If a principal of a drilling company is licensed as a pump installer, the company is not required to register as a home improvement contractor. However, if a drilling company employs a licensed pump installer who is not a principal of the company, the company is required to register.

**26. Does the law apply to out-of-state contractors?**

Any contractor who sells or makes improvements to homes or non-commercial properties in New Jersey must register with the Division — regardless of whether the contractor is based in New Jersey or some other state.

**27. Are there penalties for not registering?**

Any contractor who fails to register as required by the Contractors' Registration Act but who continues to sell or make home improvements or who violates any other section of the law is subject to civil monetary penalties of up to \$10,000 for the first offense and up to \$20,000 for each subsequent offense. Also, anyone who knowingly violates the Act is considered guilty of a crime of the fourth degree and faces additional fines as well as possible jail time.

**28. I was convicted of a crime in the past. Am I ineligible to become registered?**

Not necessarily. No individual will be disqualified from registration or have his or her registration revoked on the basis of any conviction if that person can demonstrate to the Division clear and convincing evidence of that person's rehabilitation. The Division, in determining whether someone has demonstrated rehabilitation, must consider the following:

- the nature and responsibility of the position the convicted individual would hold;
- the nature and seriousness of the offense;
- the circumstances under which the offense occurred;
- the date of the offense;
- the age of the individual when the offense was committed;
- whether the offense was an isolated or repeated incident;
- any social conditions which may have contributed to the offense; and
- any evidence of rehabilitation including, among other things, good conduct in prison or in the community, counseling or psychiatric treatment received.

**29. What are some other regulatory requirements affecting contractors?**

Through 2005, contractors are required to comply with existing regulations, including the use of written contracts for home improvement jobs that cost more than \$500.

**30. May I display my registration number before December 31, 2005?**

Yes. You may display your registration number within your place of business, in all advertisements, on business cards, on commercial vehicles and on all business documents.

**31. Must I display my registration number after December 31, 2005?**

Yes. The Act requires contractors to prominently display their registration numbers within their places of business, on business cards, on their commercial vehicles and on all business documents, including contracts.



**New Jersey Office of the Attorney General**

Division of Consumer Affairs  
Office of Consumer Protection  
Regulated Business Section

124 Halsey Street, 7th Floor, P.O. Box 46016, Newark, NJ 07101



## Home Improvement Contractor Application for Initial Registration

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

**Notice: Any changes, additions or deletions to the information in this application must be reported to the Regulated Business Section within 20 days.**

**Please refer to the instruction sheet.** Please print clearly. You must answer all of the questions on this application. (Attach additional sheets of paper as necessary, identifying the question to which they provide a response and the applicant's name.)

1. Business name of applicant as it will appear on the registration \_\_\_\_\_  
Applicant's business organization: ☐ Corp. ☐ L.L.C. ☐ Limited Partnership ☐ Partnership ☐ Sole proprietor  
☐ Other, please specify \_\_\_\_\_

**(Include a copy of the certificate of incorporation or other document evidencing the formation of the business entity.)**

2. List all other names under which the applicant does business: \_\_\_\_\_

(Include a copy of the statement or certificate of firm, partnership or assumed name filed with the county or state.)

Principal address \_\_\_\_\_  
Street (no post office boxes) City County State ZIP code

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
(include area code) (include area code)

E-mail \_\_\_\_\_

3. Does the applicant have other locations in addition to the place of business listed above?

☐ Yes ☐ No If "Yes," please provide the following:

Address: \_\_\_\_\_  
Street (no post office boxes) City State ZIP code

Address: \_\_\_\_\_  
Street (no post office boxes) City State ZIP code

4. Provide the name and address of an agent in the State of New Jersey for service of process (See number 4 of the instruction sheet):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street address (no post office boxes) City State ZIP code

\_\_\_\_\_  
Telephone (include area code)

5. Does any of the home improvement work performed by the applicant require municipal building permits? ☐ Yes ☐ No

6. Is the applicant insured for commercial general liability under a policy in the amount of at least \$500,000 per occurrence? ☐ Yes ☐ No

\_\_\_\_\_  
Name of insurance company (as it appears on the policy)

\_\_\_\_\_  
Policy number Expiration date

7. If the applicant is a sole proprietorship:

(a) Is the applicant in default of a New Jersey or federal direct or guaranteed educational loan?

☐ Yes ☐ No If "Yes," see instructions.

(b) Is the applicant the subject of a child support warrant or has the applicant failed to pay a court ordered child support obligation in an amount equal to or more than the amount of child support payable for six months, failed to pay any court ordered health care coverage for the past six months or failed to respond to a subpoena relating to a paternity or child support proceeding? ☐ Yes ☐ No If "Yes," see instructions.

(c) Check the appropriate box below which indicates your citizenship/immigration status.

☐ U.S. citizen

☐ Alien lawfully admitted for permanent residence in U.S.

☐ Other immigration status qualifying for work

☐ Other \_\_\_\_\_

If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

8. Provide the applicant's Federal Employer Identification Number (FEIN): \_\_\_\_\_ or, if the applicant is not required to have a FEIN, provide the Social Security number\*: \_\_\_\_\_ and sign where indicated below.

\* Pursuant to N.J.S.A. 2A:17-56.44e of the New Jersey child support enforcement law, N.J.S.A. 54:50-25 of the New Jersey taxation law and Section 1128 E(b)(2)A of the Social Security Act, the Division of Consumer Affairs ("Division") is required to obtain your Social Security number. If you do not have a Social Security number, the Division must ascertain the reason that you do not have one. The Division is further obligated to provide your Social Security number to the Director of Taxation, the Probation Division or other agency responsible for child support enforcement. You are also being asked to consent, on a voluntary basis, to the use of your Social Security number for the additional reasons stated below. You are notified that under the Federal Privacy Act (5 U.S.C. Section 552a (note (b))), the Division is requesting the voluntary disclosure of your Social Security number. If you give your consent for the use of your Social Security number, it may be used: to verify the identity of an applicant, aid in the collection of financial obligations due and owed the Division or any other state agency, and aid in the disclosure to state or federal law enforcement and licensing officials and agencies of information obtained in investigations pertaining to licensure or certification and disciplinary proceedings. If you do not consent, no adverse action or inference will be taken or drawn.

Sign  
Here



I, \_\_\_\_\_, ☐ Consent ☐ Do Not Consent

Applicant's signature

9. List the name, home and business street address and business telephone number of each officer, director, principal and person with an ownership interest of 10 percent or more in the applicant and the percentage of ownership held. If the applicant is a partnership, each member of the partnership must be listed. (Use additional sheets if necessary.)

Name and title			
Business street address	City	State	ZIP code
Home street address	City	State	ZIP code
Business telephone number (include area code)			
Other names by which known or previously known		Title	Percentage of ownership
Name and title			
Business street address	City	State	ZIP code
Home street address	City	State	ZIP code
Business telephone number (include area code)			
Other names by which known or previously known		Title	Percentage of ownership

10. (a) Is any officer, director, principal or person with an ownership interest of 10 percent or more in the applicant the holder of any professional or occupational license, certificate or registration issued by any state or jurisdiction? ☐ Yes ☐ No

If "Yes," provide the following information:

Holder's Name	Government Agency Name (include jurisdiction)	Type of license, certificate or registration	License Number	Date of Issue

- (b) Has any action been taken against this license, certification or registration? ☐ Yes ☐ No

If "Yes," please provide documentation.

11. Has the applicant or any of its officers, directors, principals or persons with an ownership interest of 10 percent or more in the applicant: (a) violated or failed to comply with the provisions of any act, regulation or order administered or issued by the New Jersey Division of Consumer Affairs; (b) entered into any consent order or assurance of voluntary compliance with the New Jersey Division of Consumer Affairs or any other state or federal agency; or (c) been adjudged liable in an administrative or civil action in any state or federal agency involving any of the following situations:

- i. Obtaining a license, certificate or registration through fraud, deception or misrepresentation;
- ii. Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- iii. Engaging in gross negligence, gross malpractice or gross incompetence;
- iv. Engaging in acts of negligence, malpractice or incompetence involving selling or making a home improvement;
- v. Engaging in professional or occupational misconduct; and/or
- vi. Engaging in theft, fraud or deceptive business practices.

☐ Yes ☐ No If "Yes," provide the following:

Name of entity/person against whom action was taken	Date of action	Name and address of government agency that took action	Action taken

For each occurrence listed above, please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of this paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the applicant, or any of its officers, directors, principals or persons with an ownership of 10 percent or more in the applicant engaged in an unlawful practice or practices related to any of the named situations i. through vi. above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.

## DISCLOSURE STATEMENT

(Please print applicant's name and check either the "Yes" or "No" box below.)

Applicant's name: \_\_\_\_\_

Has the applicant or any of its officers, directors, principals or persons with an ownership of 10 percent or more in the applicant been convicted of a crime involving moral turpitude, or any crime relating adversely to selling or making home improvements or any crime in violation of any of the following provisions of the "New Jersey Code of Criminal Justice," Title 2C of the New Jersey Statutes, or the equivalent under the laws of any other jurisdiction:

1. Any crime of the first degree;
2. Any crime which is a second- or third-degree crime and is a violation of chapter 20 or 21 of Title 2C of the New Jersey Statutes; or
3. Any other crime which is a violation of N.J.S.A. 2C:5-1 (criminal attempt), 2C:5-2 (conspiracy), 2C:11-2 (criminal homicide), 2C:11-3 (murder), 2C:11-4 (manslaughter), 2C:12-1 (assault), 2C:12-3 (terroristic threats), 2C:13-1 (kidnapping), 2C:14-2 (sexual assault), 2C:15-1 (robbery), subsection a. or b. of 2C:17-1 (arson and related offenses), subsection a. or b. of 2C:17-2 (causing or risking widespread injury or damage), 2C:18-2 (burglary), 2C:20-4 (theft by deception), 2C:20-5 (theft by extortion), 2C:20-7 (receiving stolen property), 2C:20-9 (theft by failure to make required disposition of property received), 2C:21-2 (criminal simulation), 2C:21-2.1 (fraud relating to driver's license or other document issued by government agency to verify identity or age; simulation), 2C:21-2.3 (fraud relating to motor vehicle insurance identification card; production or sale), 2C:21-3 (frauds relating to public records and recordable instruments), 2C:21-4 (falsifying or tampering with records), 2C:21-6 (frauds relating to credit cards), 2C:21-7 (deceptive business practices) 2C:21-12 (defrauding secured creditors), 2C:21-14 (receiving deposits in a failing financial institution), 2C:21-15 (misapplication of entrusted property and property of government or financial institution), 2C:21-19 (wrongful credit practices and related offenses), 2C:27-2 (bribery in official and political matters), 2C:27-3 (threats and other improper influence in official and political matters), 2C:27-5 (retaliation for past official action), 2C:27-9 (public servant transacting business with certain persons), 2C:27-10 (acceptance or receipt of unlawful benefit by public servant for official behavior), 2C:27-11 (offer of unlawful benefit to public servant for official behavior), 2C:28-1 (perjury), 2C:28-2 (false swearing), 2C:28-3 (unsworn falsification to authorities), 2C:28-4 (false reports to law enforcement officials), 2C:28-5 (tampering with witnesses and informants; retaliation against them), 2C:28-6 (tampering with or fabricating physical evidence), 2C:28-7 (tampering with public records or information), 2C:28-8 (impersonating a public servant or law enforcement officer), 2C:30-2 (official misconduct), 2C:30-3 (speculating or wagering on official action or information), 2C:35-5 (manufacturing, distributing or dispensing a controlled dangerous substance), 2C:35-10 (possession, use or being under the influence or failure to make lawful disposition of a controlled dangerous substance), 2C:37-2 (promoting gambling), 2C:37-3 (possession of gambling records), 2C:37-4 (maintenance of gambling resort).

**Every such conviction on record must be disclosed. A true copy of every judgment of conviction, sentencing order and termination of probation order, if applicable, must be submitted with this application. Any documents (including letters of reference) which present clear and convincing evidence of rehabilitation must be submitted with this application. Failure to follow these instructions may result in the denial of the initial registration.**

☐ Yes    ☐ No    If "Yes," provide the following:

Name of entity/person against whom action was taken	Date of action	Nature of the offense	Name and address of government agency that took action	Action taken

# CERTIFICATION

I, as a principal officer of the applicant, understand that this application for registration will be accepted and the registration issued only if the requirements of the Consumer Fraud Act ("the Act"), N.J.S.A. 56:8-137 to N.J.S.A. 56:8-152, and the regulations promulgated under the Act have been met.

I certify that the applicant and each of its officers, directors, principals and persons with an ownership of 10 percent or more in the applicant are capable of discharging the functions of a registrant in a manner consistent with the public's health, safety and welfare.

I certify that all of the information provided in connection with the application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny registration or to withhold renewal of or suspend or revoke a registration issued by the N.J. Division of Consumer Affairs ("the Division").

I agree to cooperate fully with any request by the Attorney General or the Division to provide any assistance or information and to produce any records requested by the Director of the Division, and to cooperate in any inquiry, investigation or hearing conducted by the Director.

You must complete all five lines below.

_____
Name of applicant
_____
Your name (please print)
_____
Your Title
_____
Your signature
_____
Date

**The applicant must submit the following to: N.J. Division of Consumer Affairs  
Regulated Business Section  
124 Halsey Street, 7th Floor  
P.O. Box 46016  
Newark, New Jersey 07101**

- (1) Completed application;**
- (2) nonrefundable check or money order in the amount of \$90 payable to "N.J. Division of Consumer Affairs" for the application for registration fee; and**
- (3) Supporting documentation including proof of insurance required by N.J.A.C. 13:45A-17.12.**